



Mijanur Rahman

Recruitment Officer

I, Mijanur Rahman, an Admissions Officer with strong communication, problem-solving, and organizational skills. With experience as a Senior Recruitment Consultant and Market Development Manager, I have achieved significant recruitment numbers for UK universities and provided counseling for international students. I hold an MSc in Marketing, an MBA in International Business, and a BSc in Business Management. My hobbies include visiting new places, swimming, socializing, and watching movies. References available upon request.

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SKILLS

Strong Communication

Excellent presentation

Commercial Awareness

Teamwork

Problem-solving

Flexibility

Customer Service

Leadership

Punctuality

Multitasking

Positive attitude

Organized

Interpersonal skills

Organized

Active listening

Attention to detail

Critical thinking

Research Skills

Public speaking

Conflict resolution

WORK EXPERIENCE

Senior Recruitment consultant

Learn World Associates

02/2021 - Present,

Achievements/Tasks

- Working extensively on leads to achieve a good conversion rate.
- Meeting with current and potential applicants and maintaining positive relationships.
- Collecting student documents and submitting them to the university.
- Following up for offer letters, payment arrangements, and pre-CAS interview arrangements.
- Advising on academic and English language requirements.
- Working as a team to achieve recruitment targets.
- Reporting the current applicant status to the manager.

Market Development Manager

Shabuj Global Education

12/2018 - 01/2021,

Achievements/Tasks

- Attracted prospective applicants resulting in significant recruitment numbers for the UK in 2019 and 2020.
- Assisted in the application process from offer to enrollment.
- Provided counseling for international students through phone, chat, and face-to-face. Liaised with partner agents.
- Informed students about the eligibility requirements of UK universities on a case-by-case basis.
- Entered lead information into an Excel sheet. Followed up on leads and inquiries.

EDUCATION

MSc Marketing University of Brighton

01/2021 - 01/2023,

Courses

- Social Marketing

BSc Business Management BPP University, London

09/2015 - 05/2018,

MBA International Business University of Greenwich

09/2018 - 10/2020,

HOBBIES

Enjoy visiting new places as a hobby.

Socializing with others is an enjoyable pastime.

Love swimming for leisure and exercise.

Like to watch movies in my free time.

LANGUAGES

English
Full Professional Proficiency

Bangali
Full Professional Proficiency

Hindi
Elementary Proficiency

REFERENCES

Tanveer Haque
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